

# STATE OF KANSAS

## Event Details

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004260	Sell	RFx	1
Event Round	Version		
1	1		
Event Name	Fish Food - Atchison and Osage County Groups		
Start Time	Finish Time		
02/24/2016 10:47:27 CST	03/16/2016 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** Department of Administration  
Procurement and Contracts  
900 SW Jackson  
Suite 451-South  
Topeka KS 66612-1286  
United States

**Contact:** Brienne Wilkins  
**Phone:** 785/296-2770  
**Email:** brienne.wilkins@da.ks.gov

### Event Description

Request for Quotes to purchase fish food for Atchison Group (Atchison SFL, Brown SFL, Leavenworth SFL, NEBO SFL and PERR) and Osage County Group (Osage SFL, Melvern Rearing Pond, Reservoir and River Pond), per attached specifications, for the Kansas Department of Wildlife, Parks and Tourism.

### General Comments

- ATTC - See the attachment for additional information.

- \*\*\*\*\*  
Emailed Bids Submission will NOT be accepted for this Bid Event.

- \*\*\*\*\*  
This Bid Event is a Request for Quote:  
1. To receive consideration for award, one copy of the "Event Details", properly completed, must be returned to and received by Procurement and Contracts no later than the specified closing time. (Hard copy "Event Details" responses must be signed.)  
2. All prices, terms, and conditions shall be shown. Prices, terms, and conditions not shown or presented after closing will not be considered in the evaluation.  
3. Prompt payment discounts will not be considered in determining the low bid.  
4. Bid results will not be given to individuals over the phone. Results can be obtained by attending the public bid opening. If unable to attend the public bid opening, bid tabulations can be obtained by sending an e-mail to tabsheets@da.ks.gov or in writing to Kansas Procurement and Contracts, Attn: Bid Results, 900 SW Jackson, Ste. 451, Topeka, KS 66612-1286. Please reference the Bid Event number on the request. There is no charge for individual tabsheets. Copies of individual bids may be obtained under the Kansas Open Records Act by calling (785) 296-0002, requesting an estimate of the cost to reproduce the documents, and remitting that amount to the above address. Upon receipt of the funds, the documents will be sent.  
5. Faxed bid responses are not acceptable for bids in excess of \$25,000. FAX: (785) 296-7240  
6. Products delivered, which have deviations not listed, will be rejected and the order canceled.  
7. The brand names shown are given only to assist in identifying the type and quality of product required. Bids on comparable brands are invited.  
8. The specifications were written with the intent of permitting competitive bidding. Procurement and Contracts reserves the right to waive minor deviations in the specifications which inadvertently restrict bidding to a single manufacturer (or vendor) or when such deviations do not alter nor deter the Agency from accomplishing the intended use or function. However, it shall be the bidder's responsibility to advise Procurement and Contracts of any specifications, language, other requirements, or any combinations thereof, which restricts or limits bidding. Such notification must be submitted in writing and must be received by the Procurement Officer (Event Contact) no later than five (5) days prior to the bid closing. Each bid shall include descriptive literature and specifications on the product bid. However, the providing of this material shall not be considered a substitute for listing deviations.  
9. Delivered FOB Destination, Prepaid and Allowed.

- \*\*\*\*\*  
**MANDATORY REQUIREMENT:** If you are interested in bidding on this transaction you **MUST BE OFFICIALLY INVITED** to the event. Contact the person named above at least 24 HOURS BEFORE the official finish date and time to request the official invitation.

Due to State of Kansas SMART Strategic Sourcing System requirements, any bidder with an interest in bidding on any State of Kansas SOURCING EVENT must officially request an invitation from the Procurement Officer (Event Contact) at least 24 hours before the Bid Event official finish date and time. If you fail to request such in a timely fashion, your bid may be rejected in its entirety.

**EXCEPTION:** If you have received a Bid Event Document with your company's name in the upper right hand corner of the document, your company has already been invited to the bid event.

If you are not a registered bidder/vendor with the state of Kansas you must register as a bidder AND request official invitation at least 24 hours before the Bid Event official finish date and time. To register as a bidder visit our website: [www.admin.ks.gov/offices/procurement-and-contracts](http://www.admin.ks.gov/offices/procurement-and-contracts)

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## Event Details (cont.)

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17300-EVT0004260	Sell	RFx	2
Event Round	Version		
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United States  
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**Phone:** 785/296-2770  
**Email:** brienne.wilkins@da.ks.gov

\*\*\*\*\*

#### BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

**INSTRUCTIONS:** To obtain a Current Tax Clearance Certificate, you must:

- Go to <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

**REMINDER:** You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

Information about Tax Registration can be found at the following website:  
<http://www.ksrevenue.org/busregistration.html>

Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

\*\*\*\*\*

During the 2012 Session, the Kansas Legislature enacted a Bidder Preference Program which created three (3) bid preferences. To see if you qualify for any of the preferences, please go to the following website for more information:

[www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program](http://www.admin.ks.gov/offices/procurement-and-contracts/bidder-preference-program).

To claim this preference, the bid response must include the Preference Request Form and you must respond to the applicable Bidder Preference category in the question under the General Questions section on the following page(s).

\*\*\*\*\*

During the 2014 Session, the Kansas Legislature enacted the Disabled Veteran Owned Business bidder preference program. For more information or to see if you qualify, please go to the following website:  
<http://admin.ks.gov/docs/default-source/ofpm/procurement-contracts/disabled-veteran-preference-program.doc>

To claim this preference, the bid response must include a copy of the letter from Procurement and Contracts certifying your company as a Disabled Veteran Owned Business and you must respond to the applicable Disabled Veteran Owned Business category in the question under the General Questions section on the following page(s).

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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Event Round	Version		
1	1		
Event Name	Fish Food - Atchison and Osage County Groups		
Start Time	Finish Time		
02/24/2016 10:47:27 CST	03/16/2016 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

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United States

Contact: Brienne Wilkins  
Phone: 785/296-2770  
Email: brienne.wilkins@da.ks.gov

### General Questions

Question	UOM	Best	Worst	Response
Please select ONE category from the following list with regard to a Bidder Preference. If selecting a Bidder Preference category, supporting documentation must accompany this bid response. (Note: #3 "State Use Purchases" category does not apply to Requests for Proposals)				
Options:	Not claiming any Bidder Preference Category			<div>Select One</div> <div><div></div><div></div><div></div><div></div></div>
	Claiming the Disabled Veteran Owned Business Category			
	Claiming the State Use Purchases Bidder Preference Category			
	Claiming the Certified Business Bidder Preference Category			
Required: Yes    Mandatory Response: No				

#### Response Comments

Is a completed Immigration Reform and Control form included with this bid event submission (refer to Item #5, Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory Response: No

#### Response Comments

Does your organization accept the State of Kansas terms and conditions as stated?

Required: Yes Mandatory Response: No

#### Response Comments

Procurement Card (P-Card): Presently, many State Agencies use a State of Kansas Procurement Card (Visa-branded P-Card) in lieu of a state warrant to pay for some of its purchases. No additional charges will be allowed for using the card.  
May agencies use their P-Card for contract purchases?

Required: Yes Mandatory Response: No

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004260	Sell	RFx	4
Event Round	Version		
1	1		
Event Name	Fish Food - Atchison and Osage County Groups		
Start Time	Finish Time		
02/24/2016 10:47:27 CST	03/16/2016 14:00:00 CDT		

Event Currency: US Dollar  
Bids allowed in other currency: No

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United States  
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**Email:** brienne.wilkins@da.ks.gov

#### Response Comments

Is a current Tax Clearance Certificate included with this bid event submission (refer to Item #4, Appendix B - Terms and Conditions, Event Details document)?

Required: Yes Mandatory ResponseNo

#### Response Comments

Payments Terms are "Net 30". Show discount(s) if payment is made in less than thirty days. Discounts offered will NOT be considered in determining the low bid.

Required: Yes Mandatory ResponseNo

#### Response Comments

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
17300-EVT0004260	Sell	RFx	5
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Fish Food - Atchison and Osage County Groups			
<b>Start Time</b>	<b>Finish Time</b>		
02/24/2016 10:47:27 CST	03/16/2016 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

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### Line Details

				<b>No Bid:</b>	<input type="checkbox"/>
<b>Line:</b> 1	<b>Item ID:</b>	<b>Line Qty:</b> 20000.	<b>UOM:</b> Pounds	<b>Bid Qty:</b>	<input type="text"/>
<b>Required:</b> No	<b>Reserve Price:</b> No				
<b>Description:</b> Fish Food - Lawrence				<b>Min/Max Qty:</b> No min / No max	
<b>Question</b>	<b>UOM</b>	<b>Best</b>	<b>Worst</b>	<b>Response</b>	
What is your bid price?				<input type="text"/>	
Required: No Mandatory Response: No					
<b>Response Comments</b>					
<input type="text"/>					

				<b>No Bid:</b>	<input type="checkbox"/>
<b>Line:</b> 2	<b>Item ID:</b>	<b>Line Qty:</b> 22000.	<b>UOM:</b> Pounds	<b>Bid Qty:</b>	<input type="text"/>
<b>Required:</b> No	<b>Reserve Price:</b> No				
<b>Description:</b> Fish Food - Atchison				<b>Min/Max Qty:</b> No min / No max	
<b>Question</b>	<b>UOM</b>	<b>Best</b>	<b>Worst</b>	<b>Response</b>	
What is your bid price?				<input type="text"/>	
Required: No Mandatory Response: No					
<b>Response Comments</b>					
<input type="text"/>					

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

<b>Event ID</b>	<b>Format</b>	<b>Type</b>	<b>Page</b>
17300-EVT0004260	Sell	RFx	6
<b>Event Round</b>	<b>Version</b>		
1	1		
<b>Event Name</b>			
Fish Food - Atchison and Osage County Groups			
<b>Start Time</b>	<b>Finish Time</b>		
02/24/2016 10:47:27 CST	03/16/2016 14:00:00 CDT		

**Event Currency:** US Dollar  
**Bids allowed in other currency:** No

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### Bidder Information

<b>Firm Name:</b>		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Phone #:</b>	<b>Fax #:</b>	
<b>Street Address:</b>		
<b>City &amp; State:</b>	<b>Zip Code:</b>	
<b>Email:</b>		

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

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17300-EVT0004260	Sell	RFx	7
Event Round	Version		
1	1		
Event Name	Fish Food - Atchison and Osage County Groups		
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02/24/2016 10:47:27 CST	03/16/2016 14:00:00 CDT		

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## Appendix A - Line Specifications

**Line:** 1 **Item ID:** **Line Qty:** 20000 **UOM:** Pounds  
**Description:** Fish Food - Lawrence

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	Procurement and Contracts
<b>Quantity:</b>	20000		Procurement and Contracts
<b>Due Date:</b>	03/21/2016		900 SW Jackson
<b>Freight Terms:</b>			Suite 451 South
<b>Ship Via:</b>	Common Carrier		Topeka KS 66612
			United States

**Line:** 2 **Item ID:** **Line Qty:** 22000 **UOM:** Pounds  
**Description:** Fish Food - Atchison

### Item Specifications

<b>Manufacturer:</b>		<b>Item Height:</b>	0
<b>Mfg Item ID:</b>		<b>Dimension UOM:</b>	
<b>Item Length:</b>	0	<b>Volume UOM:</b>	
<b>Item Width:</b>	0	<b>Weight UOM:</b>	
<b>Item Volume:</b>	0	<b>Item Color:</b>	
<b>Item Weight:</b>	0		
<b>Item Size:</b>			

### Shipping Information

<b>Schedule:</b>	1	<b>Ship To:</b>	Procurement and Contracts
<b>Quantity:</b>	22000		Procurement and Contracts
<b>Due Date:</b>	03/21/2016		900 SW Jackson
<b>Freight Terms:</b>			Suite 451 South
<b>Ship Via:</b>	Common Carrier		Topeka KS 66612
			United States

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## Event Details (cont.)

### PeopleSoft Strategic Sourcing

Event ID	Format	Type	Page
17300-EVT0004260	Sell	RFX	8
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1	1		
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## Appendix B - Terms & Conditions

1. It is the bidder's responsibility to submit questions, acknowledge addenda and attend pre-bid conferences as indicated in this event or attachment(s). When communicating always refer to the Bid Event ID.
2. Conflict of Interest: With the submission of a response for this bidding event, you certify that you do not have any substantial conflict of interest sufficient to influence the bidding process of this event. A conflict of substantial interest is one which a reasonable person would think would compromise the opening bidding process.
3. BIDDER MUST OBTAIN A CURRENT TAX CLEARANCE CERTIFICATE A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s). INSTRUCTIONS: To obtain a Current Tax Clearance Certificate, you must: 1) Go to: <http://ksrevenue.org/taxclearance.html> to request a Tax Clearance Certificate; 2) Return to the website the following working day to see if KDOR will issue the certificate; 3) If issued an official certificate, print it and attach it to your bid response; and 4) If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued. Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response. REMINDER: You will need to sign back into the KDOR website to view and print the official tax clearance certificate. Information about Tax Registration can be found at the following website: <http://www.ksrevenue.org/busregistration.html>. Procurement and Contracts reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award. In the event that a current tax certificate is unavailable, Procurement and Contracts reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or Procurement and Contracts may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.
4. Immigration and Reform Control Act of 1986 (IRCA): All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) form. With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination for cause and any applicable damages. Unless provided otherwise herein, all contractors are expected to be able to produce for the State any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification, or like item under the contract. Bidders must submit a Certification Regarding Immigration Reform & Control form with every event response. The form can be found at the following website: <http://www.admin.ks.gov/docs/default-source/ofpm/procurement-contracts/irca.doc> (Click "Cancel" if asked to enter User name and Password).
5. Competition: The purpose of this Request is to seek competition. The bidder shall advise Procurement and Contracts if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by Procurement and Contracts no later than five (5) business days prior to the event closing date. The Director of Purchases reserves the right to waive minor deviations in the specifications which do not hinder the intent of this Request.
6. Acceptance or Rejection: The State reserves the right to accept or reject any or all bid responses or part of a response; to waive any informalities or technicalities; clarify any ambiguities in responses; modify any criteria in this Event; and unless otherwise specified, to accept any item in a response.
7. Disclosure of Bid Event Content and Proprietary Information: All bid responses become the property of the State of Kansas. The Kansas Open Records Act (K.S.A. 45-215 et seq) requires public information be placed in



# STATE OF KANSAS

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the public domain at the conclusion of the selection process, and be available for examination by all interested parties. More information on this subject can be found at the following website:  
<http://admin.ks.gov/offices/chief-counsel/kansas-open-records-act>.

8. Debarment of State Contractors. Any Contractor who defaults on delivery or does not perform in a satisfactory manner as defined in this Agreement may be barred for a period up to three (3) years, pursuant to K.S.A. 75-37,103, or have its work evaluated for pre-qualification purposes. Contractor shall disclose any conviction or judgment for a criminal or civil offense of any employee, individual or entity which controls a company or organization or will perform work under this Agreement that indicates a lack of business integrity or business honesty. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense the State determines to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls twenty-five (25) percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the Proposal or termination of the Agreement, as determined by the State.
9. Accounts Receivable Set-Off Program: If during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the Contractor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq, Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted. K.S.A. 75-6201 et seq. allows the Director of Accounts and Reports to set off funds the State of Kansas owes Contractors against debts owed by the contractor to the State of Kansas. Payments set off in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

Last Updated: 01/15/2014